# Identification Badges/Access Cards

**Rhode Island Department of Children, Youth and Families**
**Policy: 100.0135**
***Effective Date: November 8, 2010*** ***Version: 1***

Staff, interns, volunteers and consultants working with the Department of Children, Youth, and Families (DCYF) are issued official identification badges/access cards. The use of identification badges or cards not issued by the Department is prohibited in the performance of DCYF related duties.

Staff, consultants and visitors prominently wear the identification badge/access card issued by the Department at all DCYF offices. The Superintendent or designee ensures that staff, consultants and visitors prominently display the identification badge/access card issued by the Training School at all times while on the grounds of any unit or facility of the Training School.

**Related Procedure**

Identification Badges/Access Cards

# Identification Badges/Access Cards

**Procedure from Policy 100.0135: Identification Badges/Access Cards**

A. DCYF staff, consultants and visitors, other than the Training School

1. Staff are issued Photo Identification Badges/Access Cards by the DCYF Management Information Systems (MIS), Research and Evaluation Unit during orientation to the Department.
2. Staff requiring replacement Identification Badges/Access Cards contact the MIS, Research and Evaluation Unit.
3. Visitors to DCYF offices are issued a Visitor's Badge at the reception area.

B. Training School staff, consultants, vendors and visitors

1. The Superintendent or designee ensures that staff, consultants, vendors and visitors are issued identification badges/access cards while on the Training School grounds.
2. Staff or consultants arriving for work without the identification badge/access card are issued a temporary identification badge/access card by the Master Control Center until the original or replacement is obtained.
3. Staff, consultants and vendors report the loss of his/her identification badge/ access card to the Master Control Center immediately. The Master Control Center documents the loss and reports it to the Superintendent or designee.
4. Vendors obtain an identification badge/access card from the Master Control Center in exchange for a valid, state issued form of photo identification. When the visit is concluded, the vendor exchanges his/her identification badge/access card for his/her personal, photo identification card.

C. DCYF staff entering facilities that require the use of continuously visible identification comply with the identification policies of these facilities.

D. Staff terminating employment with DCYF return the identification badge/access card to Unit Administrator on his or her final day of work.